



## **Senior Executive Assistant to the President**

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Under the direction of the President, the incumbent provides administrative and project support to the President and others as requested.

### **Qualifications:**

- Possession of a bachelor's degree in business administration or related field, and at least 5 years of experience performing varied, complex and confidential administrative support to executive-level managers or an equivalent combination of education and experience.
- Work in a rapidly changing environment with continuously evolving priorities and under tight deadlines
- Work in teams to meet goals and objectives
- Diplomatically communicate with executives and individuals both within and outside the agency; demonstrate proper protocol
- Communicate effectively in English including spelling, grammar, and punctuation.
- Strong organizational skills.
- Operate personal computers and use office computer applications, such as word processing, spreadsheets, presentations, and charts.
- Logically plan and organize the work to be performed in the context of both short and long term goals and priorities
- Establish and maintain effective professional working relationships with those contacted in the course of day to day work
- Use initiative and independent judgment in resolving operational issues within established procedural guidelines.
- Accurately take minutes and transcribe informal dictation.

### **Salary Range and Benefits:**

The salary range for this position is \$64,168-\$96,304 annually. The salary offered will be commensurate with the candidate's skills, knowledge and experience.

CIRM offers a competitive compensation package. See the following website for more detailed benefit information <http://www.dpa.ca.gov/benefits/employeebenefits.shtm>.

The position is open until a suitable candidate is found.

### **How to apply: Interested candidates please submit:**

- Cover letter
- CV/Resume



•California State application at <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814> to:

[jobs@cirm.ca.gov](mailto:jobs@cirm.ca.gov) preferably or mail to 210 King Street San Francisco, CA 94107.

**CIRM is an Equal Opportunity Employer and committed to a diverse workforce.**